



PLAN CHECK REQUIREMENTS- COMMERCIAL/INDUSTRIAL

Following is a comprehensive list of plans that may be required for building permit review (also see reverse side for additional information required on the plans). For specific requirements for a particular project, please consult with the Building Division at the One-Stop Permit Center, City Hall between the hours of 8:00 am – 12:00 noon and 1:00 pm – 5:00 pm Monday through Friday.

Prior to building plan check, approval by the Planning Division may be required. Please contact a Planner at the One-Stop Permit Center for more information.

- ☐ **Five** copies of each of the following plans (**new construction, additions, and special occupancies**)
- ☐ **Three** copies of each of the following plans between 8:00 am and 12:00 noon (**most interior tenant improvements**)
 - Cover Sheet (project address, location map, flood zone, type of construction, size in sq. ft. and use, owner, architect, occupancy classification, area calculations, building codes used)
 - Site/Plot Plan (including parking details and screening of enclosed outdoor equipment)
 - Use Permit/Special Development Permit Conditions, Variance, or Subdivision approval (on plan sheets)
 - Santa Clara County Department of Environmental Health Approval (for pools, spas and food service facilities)
 - Storm Water Pollution Prevention Plan (required when disturbing one acre or more of soil)
 - Storm Water Management Plan (required when project contains one acre or more of impervious surface)
 - Floor Plan (denoting room usage)
 - Electrical Plan (including area lighting and exits)
 - Plumbing Plan
 - Mechanical Plan
 - Exit Plan with Occupant Loads Shown
 - Architectural Elevations (including trash enclosure details)
 - Grading (all utilities, storm drainage and fire lanes)
 - Roof Plan (existing and proposed equipment)
 - Cross Sections
 - Foundation Plan
 - Roof Framing Plan
 - Floor Framing Plan
 - Structural Details
 - Soils Report (only three copies needed)
 - Grease trap/interceptor calculations
 - Landscaping and Irrigation Details (including reclaimed water system)
 - Chemical List (quantities and explanation of process)
 - Solar Plan
 - Complete Equipment List
 - Area Lighting Plans

Two copies of each of the following documents:

- Structural Calculations (wet signed)
- Energy Calculations (Title 24)
- Specifications
- Truss Calculations Floor/Roof (wet signed)
- Solar Calculations

THE FOLLOWING INFORMATION AND DETAILS SHOULD BE INCLUDED ON THE PLANS:

A. Architectural Plans:

1. Building Type (III-N, V-N, etc.)
2. Occupancy Group of Each Room/Area (B2, A3, etc.)
3. Location of all exits (new and existing)
4. Identify the location of the following rated construction and provide details (ICC number, UL listing, etc.):
 - a. Rated corridors
 - b. Occupancy separation walls
 - c. Area separation walls
 - d. Exit passage ways
 - e. Horizontal exits
 - f. Exterior walls and their distances from property lines and other buildings
5. Location and number of disabled accessible parking stalls and with path of travel to the building entrance(s).
6. Location of disabled accessible restrooms and the path of travel to the restrooms.
7. Provide a cross section showing the height of new roof equipment. All equipment and supports must be lower than the roof screen and/or parapet.

B. Mechanical plans:

1. Show ducting, fire dampers, combo smoke fire dampers, cookhoods, chem hoods, HVAC equipment, and CFM/BTU output.

C. Electrical Plans:

1. Show receptacles, lights, motors, switches, disconnects, panels, services, transformer, one line diagram showing conduit/conductor size and insulation type, exit signs, emergency lighting.

D. Plumbing Plans:

1. Provide isometric plans for waste/vent, type of piping material, gas lines, water lines, show location of boilers, water heaters with their BTU's.

Depending on the type and scope of project, review and approval by the Planning Division may be required prior to submittal for building permits. Contact a planner at the One-Stop Permit Center for more information.

If you have any questions, please call the City of Sunnyvale Building Division at (408) 730-7444. Information is also available on the Building Division web site at www.sunnyvalebuilding.com.